

**J&K SERVICES SELECTION BOARD,**  
**Hema Complex, Adjacent to Gauri Shanker Mandir,**  
**Channi Himmat, Sect 03, Jammu.**  
**([www.jkssb.nic.in](http://www.jkssb.nic.in))**

**Notification**

**Subject:-Documents Verification of Provisional Shortlisted candidates for Posts of Class IV, (Revenue Department ) District Cadre, Srinagar, Budgam, Bandipora, Baramulla, Kupwara, Ganderbal, Pulwama, Shopian, Kulgam and Anantnag, Item No 36 to 45, Advertisement Notification No.03 of 2020 dated: 01.12.2020 (PM Package for Kashmiri Migrants & Non-Migrant Kashmiri Pandits).**

- (i) Whereas, the Department of Disaster Management, Relief, Rehabilitation & Reconstruction's (Indenting Department) vide No. 280/PS/Secy/DMRRR Dated:-01-10-2020 forwarded the indent for making recruitment of various categories of posts among Class IV posts; and
- (ii) Whereas, the J&K Services Selection Board (JKSSB) vide Advertisement Notification No. 03 of 2020 dated 01.12.2020, issued advertisement for various posts including **Class IV, District Cadre, Srinagar, Budgam, Bandipora, Baramulla, Kupwara, Ganderbal, Pulwama, Shopian, Kulgam and Anantnag, Item No 36 to 45, Advertisement Notification No.03 of 2020 dated: 01.12.2020 (PM Package for Kashmiri Migrants & Non-Migrant Kashmiri Pandits);** and
- (iii) Whereas, S.O 184 of 04-06-2020 read with SRO 99 of 2008 dated 07-04-2008, envisages that the Minimum and Maximum qualification for appointment to Class-IV posts under Direct Recruitment shall be:- **"Minimum Matric and Maximum 10+2 "**; and
- (iv) Whereas, the aforesaid Advertisement Notification prescribed the terms and conditions for making appointment to these Class-IV posts is **"The minimum and maximum qualification for appointment under direct recruitment shall be Matric and 10+2"**
- (v) Whereas, the J&K Services Selection Board (JKSSB), conducted Computer Based Written Test for the aforesaid Class-IV posts , **(Revenue Department ), District Cadre, Srinagar, Budgam, Bandipora, Baramulla, Kupwara, Ganderbal, Pulwama, Shopian, Kulgam and Anantnag, Item No 36 to 45, Advertisement Notification No.03 of 2020 dated: 01.12.2020 (PM Package for Kashmiri Migrants & Non-Migrant Kashmiri Pandits),** in multiple batches on 29<sup>th</sup> and 30<sup>th</sup> March, 2021; and
- (vi) Whereas, the J&K Services Selection Board vide Notification No SSB/Secy/Sel/2021/3708-13 dated 30-04-2021 notified the shortlist of candidates in the ratio of 1:5 who appeared in the Computer Based Written Test conducted for the aforementioned posts; and
- (vii) Whereas, the J&K Services Selection Board vide Notification No SSB/Secy/Sel/2021/3820-30 dated 18-05-2021 notified the 1<sup>st</sup> Phase Document Verification of candidates and informed them to submit their requisite self-attested document(s) in a PDF format w.e.f 20-05-2021 to 10-06-2021 through the link provided on the official website of the Board i.e [www.jkssb.nic.in](http://www.jkssb.nic.in). The said candidates were informed to submit the scanned copies of the following documents in a PDF form i.e.
  - **D.O.B Certificate.**
  - **Caste/ Category Certificate, if belongs to reserved categories.**
  - **Migrant Certificate issued by Relief & Rehabilitation Commissioner.**
  - **Reservation category certificate, if applicable.**
  - **Migrant Certificate.**
  - **Domicile Certificate.**



- Other documents as per the advertisement notice.
- Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification.
- Bonafide certificate on the format prescribed by the Board duly issued by the Controller /Registrar of the concerned University in respect of candidates, who have obtained degrees from the Universities/ Colleges outside the State of J&K, other than Central Universities.


(viii) Whereas, in pursuant of the notification No SSB/Secy/Sel/2021/3820-30 dated 18-05-2021, wherein **870** shortlisted candidates had been called to upload their documents online for the Class IV posts for which the link was uploaded in the official website of the Board i.e [www.jkssb.nic.in](http://www.jkssb.nic.in), only **802** shortlisted candidates uploaded their documents on the JKSSB portal; and

Now, therefore, all the shortlisted candidates who have uploaded their documents on JKSSB portal for Documents Verification issued vide this office notice SSB/Secy/Sel/2021/3820-30 dated 18-05-2021 for the post of **Class-IV posts , (Revenue Department )**, District Cadre, Srinagar, Budgam, Bandipora, Baramulla, Kupwara, Ganderbal, Pulwama, Shopian, Kulgam and Anantnag, Item No 36 to 45, Advertisement Notification No.03 of 2020 dated: 01.12.2020 (PM Package for Kashmiri Migrants & Non-Migrant Kashmiri Pandits), are hereby directed to prepare following **an Undertaking in the shape of an Affidavit issued by 1<sup>st</sup> Class Judicial Magistrate to the effect that:**

- He/she is possessing the minimum qualification of Matric and Maximum of 10+2 and he/she is not possessing the higher qualification than that is prescribed for the post.
- If at any stage of the selection or later on, it has been found that he/she is possessing the higher qualification than that is prescribed for the post, than his/her candidature shall be cancelled ab-initio, without service of any notice to him/her and he/she shall have no claim for the post.

The said undertaking has to be submitted physically by the candidates in person, for which dates shall be notified separately.

**By order.**

  
Secretary,  
J&K Services Selection Board,  
Jammu.

No. SSB/Secy/Sel/Mig/2021/4743-51

Dated:- 02.07.2021

Copy to the:-

1. Commissioner/Secretary to the Government, General Administration Department, Civil Secretariat, Srinagar for information.
2. Administrative Secretary, Department of Disaster Management, Relief, Rehabilitation & Reconstruction's. Civil Secretariat Jammu/Kashmir for information.
3. Director Information & Public Relations Department of Information & Public Relations, J&K Government Jammu with the request to get the said notification published in at least two leading local newspapers of Jammu/Kashmir on two consecutive dates.
4. Mr/Mrs \_\_\_\_\_, Member, JKSSB for information.
5. Controller of Examination, JKSSB for information.
6. AO, Jammu/Srinagar for information and n.a.
7. Private Secretary to the Chairman for information of the Chairman.
8. I/c Website.
9. Stock file.